



Schools Risk Assessment 2021

Undertaken by Jess v d Drift (Learning Officer)

Date: 20/04/2021

Part One: IBCC General Risks

This covers the general risks for a typical school visit. Special events at the IBCC may have different risks and will be highlighted in advance.

We have Public Liability insurance covering up to 5 million pounds.

A defibrillator, fluids kit and first aid kits are located on site

Area/ Activity	Hazards	Control Measures
Car Park	Cars/traffic Members of the public Getting lost COVID-19	The Learning Officer (LO) will meet all groups from the coach Pupils will be informed about social distancing, and other Covid measures on site. If the centre is busy, pupils to be taken up the side stairs to the Learning Suit to ensure social distancing can be maintained.
Museum Spaces (including Mezzanine Gallery)	Pupils getting lost Slips, Trips and Falls	Pupils divided into small groups with a responsible adult Teachers bring a register and take regular head counts Volunteers and LO to guide and help school groups Volunteers to be easily recognized in uniform

	Fire	<p>Fire and evacuation covered in Welcome briefing</p> <p>Fire extinguishers throughout the site</p> <p>Fire exits clearly marked</p> <p>Fire alarm system in place and regularly checked</p> <p>Volunteers/ LO to lead evacuation</p>
	Contact with the general public	<p>Pupils divided into small groups with a responsible adult</p> <p>Pupils reminded about appropriate behavior throughout the day</p> <p>Pupils to be reminded about social distancing throughout the day</p> <p>Over 12's to wear face coverings (unless exempt)</p>
	First Aid	<p>All injuries recorded in the accident book</p> <p>Staff or LO to call an ambulance for serious Injuries</p> <p>Defibrillator, Fluids Kit and First Aid kits available on site</p> <p>Covid safe resuscitation sheets in first aid box</p>
	COVID-19	<p>Over 12's to wear face coverings (unless exempt)</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p>

		<p>Interactive exhibits to be sanitised regularly</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p>
Shop	<p>Stock falling on pupils</p> <p>Freestanding units</p> <p>Spreading COVID-19</p>	<p>Pupils to visit shop in small groups</p> <p>Pupils encouraged to only touch things they intend to buy</p> <p>Shop surfaces are regularly sanitised</p> <p>Teachers to supervise pupils</p> <p>Pupils reminded about social distancing</p> <p>Over 12's to wear face coverings (unless exempt)</p> <p>Pupils encouraged to sanitise hands before entering the shop</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p>

<p>Toilets</p>	<p>Visitor queues for toilets Pupils getting stuck in the toilets Flood caused by leaving the tap running Slips, Trips and Falls Spreading COVID-19</p>	<p>Pupils to visit toilets in small groups with a responsible adult</p> <p>Teachers to remind pupils about taps and check cubicles after use</p> <p>Toilets to be checked and cleaned regularly</p> <p>Limit numbers in toilets</p> <p>Pupils to be reminded about social distancing</p> <p>Pupils to be reminding to wash hands thoroughly</p> <p>Toilet flushes and taps are touch free</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if any one in that bubble is showing symptoms of COVID-19</p>
<p>Lifts</p>	<p>Pupils getting stuck in the lifts Spreading COVID-19</p>	<p>Pupils with access requirements to use the lift with adult supervision</p> <p>Lift buttons to be sanitized before and after use</p> <p>Over 12's to wear face coverings (unless exempt)</p>
<p>Stairs</p>	<p>Slips, Trips and Falls Spillages Spreading COVID-19</p>	<p>Pupils to use stairs in single file under adult supervision.</p> <p>Encourage use of hand rail</p> <p>Handrail to be sanitized</p> <p>Pupils encouraged to wash/ sanitise hands</p>

		Over 12's to wear face coverings (unless exempt)
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Part Two: The Spire, Memorial Walls and Peace Gardens

The Spire tour led by volunteers is a key part of the School visit and takes place outside.

Area/Activity	Hazards	Control Measures
General Grounds	Getting lost Allergies Weather Members of the Public Spreading COVID-19	Staff and volunteers in uniform and easily recognised Pupils divided into small groups with a responsible adult Pupils advised to be dressed appropriately- warm coats in winter, sun hats in summer Teachers to be aware of any allergies before visit Pupils reminded about appropriate behavior throughout the day Pupils to be reminded about social distancing throughout the day
Outside Balcony	Slips, Trips and Falls	Balcony is built to Health and Safety standards and there are no footholds. Volunteers to supervise and teachers to remain vigilant
Outside Stairs	Slips, Trips and Falls Spreading COVID-19	Pupils to use stairs in single file under adult supervision. Encourage use of hand rail Hand rail to be sanitized Pupils encouraged to sanitise hands

		Pupils reminded about social distancing
Gravel	Slips, Trips and Falls Cuts and bruises	Pupils divided into small groups with a responsible adult Pupils reminded about appropriate behavior throughout the day
Cathedral Sculpture	Trapped Fingers	Pupils divided into small groups with a responsible adult Pupils reminded about appropriate behavior throughout the day
Ribbon of Remembrance	Slips, Trips and Falls Spreading COVID-19	Pupils divided into small groups with a responsible adult Pupils reminded about appropriate behavior throughout the day Pupils reminded about social distancing
Memorial Walls/ The Spire	Slips, Trips and Falls Cuts and Bruises Spreading COVID-19	Staff and volunteers in uniform and easily recognised Pupils divided into small groups with a responsible adult Pupils reminded about appropriate behavior throughout the day Pupils reminded about social distancing Tour guide to use microphone so they can stay at a safe distance from the children and still be heard

		<p>Poppies and biographies for walls to be put in folder and quarantined for 72 hours before schools arrival.</p> <p>Folder to be handed to teacher in same bubble as class by LO</p> <p>Teacher in same bubble as children to handle biographies and poppies</p> <p>Children encouraged to sanitise hands before and after the tour</p>
Plants and grasses	<p>Allergies Wildlife Equipment Spreading COVID-19</p>	<p>Teachers to be aware of Allergies before visit</p> <p>Pupils to be given clear instructions and guidance given by LO on boundaries</p> <p>Pupils divided into small groups with a responsible adult</p> <p>Pupils reminded about social distancing</p>
Outdoor grassed area for lunches and play	<p>Allergies Slips, Trips and Falls Bumps and Collisions Spreading COVID-19</p>	<p>Teacher to exercise due care and attention.</p> <p>Pupils to listen to and adhere to clear instructions and guidance given by LO on boundaries</p> <p>Schools are advised to follow their usual off-site procedures to ensure safety.</p> <p>Pupils reminded about social distancing</p>
Amphitheatre	<p>Slips, Trips and Falls Bumps and Collisions Splinters Spreading COVID-19</p>	<p>Seats are designed for adult visitors and are securely bolted to the floor</p> <p>Rows are situated on a gently sloping decline, which is made clear on entry</p>

		Pupils reminded about social distancing
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Part 3: The Exhibition

Part of the School visit involves time in the Exhibition, covering three galleries.

Operation Bomber Command: This is a highly interactive, audio visual gallery featuring the Lancaster crew challenge, four short films, talking heads and an immersive cinema experience. The immersive features loud noises and low light levels.

Home Fronts/ Remembering Bomber Command: These are two connecting galleries on the second floor, with a mezzanine balcony looking out onto the shop. These galleries feature 'dial-a-story' telephones, The Knight of the Skies, RAF Slang interactive, Talking heads and a 'Magic Mirror' Interactive

Area/Activity	Hazards	Control Measures
Galleries	<p>Low level lighting</p> <p>Continuous staring at digital screens could cause eye strain and headaches</p> <p>Members of the public</p> <p>Spreading COVID-19</p>	<p>Pupils and teachers are briefed on entry of low light levels.</p> <p>Pupils are rotated around activity spaces, not spending longer than 45 minutes in the AV gallery</p> <p>Pupils reminded about appropriate behavior throughout the day</p> <p>Volunteers and LO on hand to supervise</p> <p>Over 12's to wear face coverings (unless exempt)</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Interactive exhibits to be sanitised regularly</p> <p>One way system to be followed in the shop</p>

		<p>Pupils to be encouraged to regularly sanitise hands</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p>
Exhibit Cases	<p>Cuts and bruises</p> <p>Collisions</p> <p>Spreading COVID-19</p>	<p>The Centre adheres to strict health & safety rules including use of safety glass.</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Numbers of visitors in the exhibition monitored</p>
Puzzle interactive	<p>Finger traps</p> <p>Spreading COVID-19</p>	<p>Regular maintenance and safety checks</p> <p>Pupils to use interactive individually with a responsible adult</p> <p>Volunteers to supervise in galleries</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Numbers of visitors in the exhibition monitored</p>
Filing cabinets	<p>Finger traps</p> <p>Cuts and bruises</p> <p>Spreading COVID-19</p>	<p>Regular maintenance and Safety checks</p> <p>Volunteers to supervise in the galleries</p>

		<p>Pupils to be encouraged to regularly sanitise hands</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Numbers of visitors in the exhibition monitored</p>
Lancaster Crew challenge	<p>Overcrowding</p> <p>Electric Shocks</p> <p>Spreading COVID-19</p>	<p>Regular maintenance and safety checks</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Pupils to use interactive individually with a responsible adult</p> <p>Volunteers to supervised in galleries</p>
Immersive experience	<p>Low level lighting</p> <p>Loud noises</p> <p>Archival footage</p> <p>Spreading COVID-19</p>	<p>Pupils who are sensitive to noise to be identified on booking form</p> <p>Pupils to wear glasses to view screen as needed</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Over 12's to wear face coverings (unless exempt)</p>
Stairs to second floor	<p>Slips, Trips and Falls</p> <p>Spillages</p> <p>Queues</p> <p>Members of the public</p> <p>Spreading COVID-19</p>	<p>Pupils to use stairs in single file with adult supervision</p> <p>Encourage use of hand rail</p>

		<p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Over 12's to wear face coverings (unless exempt)</p> <p>Pupils to be encouraged to regularly sanitise hands</p> <p>Hand rail santised regulary</p>
Balcony Mezzanine	Slips, Trips and Falls Spreading COVID-19	<p>Pupils reminded of appropriate behavior</p> <p>Volunteers to supervise and teachers to remain vigilant</p> <p>Mezzanine is built to Health and Safety standards and there are no footholds</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Over 12's to wear face coverings (unless exempt)</p>
Fact Finding Activity	Slips, Trips and Falls Collisions Papercuts Spreading COVID-19	<p>LO to supervise</p> <p>Pupils reminded of appropriate behavior</p> <p>Materials maintained and checked regularly</p> <p>Questions to be quarantined in folder for 72 hours before school bubble attending.</p> <p>Volunteer to use santised gloves when distributing questions to children.</p>

		<p>Children encouraged to sanitise hands before and after activity</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p>
Interactive telephones	<p>Finger traps</p> <p>Overcrowding</p> <p>Electric shocks</p> <p>Spreading COVID-19</p>	<p>Regular maintenance and safety checks</p> <p>Pupils to use interactive individually with a responsible adult</p> <p>Volunteers to supervise in galleries</p> <p>Children encouraged to sanitise hands before</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Telephones to be cleaned regularly</p>
Slang interactive	<p>Choking hazard</p> <p>Overcrowding</p> <p>Spreading COVID-19</p>	<p>Regular maintenance and safety checks</p> <p>Pupils to use interactive individually with a responsible adult</p> <p>Volunteers to supervise in galleries</p> <p>Children encouraged to sanitise hands before</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p>

		<p>Numbers of visitors in the exhibition monitored</p> <p>Game to be cleaned regularly</p>
Magic Mirror Interactive	<p>Electric shock</p> <p>Overcrowding</p> <p>Spreading COVID-19</p>	<p>Regular maintenance and safety checks</p> <p>Pupils to use interactive individually with a responsible adult</p> <p>Volunteers to supervise in galleries</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p>
Knight of the Skies	<p>Overcrowding</p> <p>Slips, Trips and Falls</p> <p>Spreading COVID-19</p>	<p>Pupils reminded of appropriate behavior.</p> <p>Volunteers to supervise in galleries</p> <p>Pupils to be reminded about social distancing (teachers and volunteers to supervise)</p> <p>Numbers of visitors in the exhibition monitored</p> <p>Knight to be cleaned regularly</p>

Learning Space

The Learning Space is comprised of two rooms on the first floor of the building. This is a self-contained, secure space (access by staff swipe card only) with its own accessible toilet

It is comprised of two rooms, with a connecting door. The smaller room known as 'The Break Out Room' is where object handling workshops take place. The larger room 'The Suite' is where schools are briefed on the plan of the day and H&S procedures. This is also used as a lunch room during winter months/wet weather, as well as a place to store coats and bags.

Area/Activity	Hazards	Control Measures
Stairs to learning space	Slips, Trips and Falls Queues	Pupils to use stairs in single file with adult supervision

	Members of the public Spreading COVID-19	Encourage use of hand rail
Cupboards	Finger traps Falling objects Spreading COVID-19	LO to ensure cupboard doors are closed Teachers to remain vigilant and remind pupils not to touch
Doorway between learning spaces	Finger traps Cuts and bruises Bumps and Collisions Spreading COVID-19	The door will be either open or closed, this will be prepared in advance by the LO Teachers to supervise pupils at all times
Sockets	Electric shock from fingers in socket	All equipment and sockets tested regularly Pupils rarely required to use but will be given clear instructions and guidance given by LO on safe use of equipment.
Flooring	Carpet Burn Spillages Slips, Trips and Falls	Pupils to be supervised by adults and told not to run Flooring to be regularly cleaned Eating/Drinking during set times
Sink area	Flooding Tap left on Slips, Trips and Falls	Sink area to be covered by a shutter when not in use Teachers to remain vigilant and remind pupils not to touch Cleaned thoroughly before and after school use room
Windows	Collisions Spreading COVID-19	Temperature to be controlled with air-conditioning Teachers to remain vigilant Windows to be kept closed Cleaned thoroughly before and after school use room
Tables and chairs (including stacked chairs)	Falling Limbs stuck in table legs Spreading COVID-19	Furniture stored according to safety standards.

		<p>Tables and chairs to be set out in advance</p> <p>Due care and attention from teachers and pupils.</p> <p>Cleaned thoroughly before and after school use room</p>
Lecture stand	<p>Stand running over feet</p> <p>Spreading COVID-19</p>	<p>Brakes to be kept on and stand moved out of the way</p> <p>Cleaned thoroughly before and after school use room</p>
Speakers and microphone	<p>Electric shock</p> <p>Loose cables</p> <p>Spreading COVID-19</p>	<p>Cables to be kept tidy and out of the way</p> <p>Regular maintenance and testing</p> <p>Cleaned thoroughly before and after school use room</p>
Food and Drink	<p>Allergies</p> <p>Spillages</p>	<p>Teachers to be aware of Food Allergies before visit and responsible for any allergy medication needed by pupils</p> <p>Food waste cleared into bins</p> <p>Teacher to alert LO/volunteer of any spillages</p> <p>Spill/Fluids Kit to be kept in Learning Space</p>
Movement in the Learning Space	<p>Slips, Trips and Falls</p> <p>Collisions</p>	<p>Listening to instructions given by the LO</p> <p>Teachers to remain vigilant and intervene if needed</p>
Dressing up	<p>Entanglement in clothing</p> <p>Loose items (buttons)</p> <p>Hygiene</p> <p>Spreading COVID-19</p>	<p>Pupils use dressing up with instruction from LO</p> <p>Regular cleaning and repairing</p> <p>Over 12's to wear face coverings (unless exempt)</p>

		<p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p> <p>Objects quarantined for 72 hours before school arrives.</p> <p>LO to wear sanitised gloves and face mask when handling objects</p> <p>Pupils to sanitise hands before touching objects</p> <p>Teachers/ parent helpers who are not in bubble to wear face coverings and not to handle objects</p>
<p>Object handling Spreading COVID-19</p>	<p>Finger Traps Cuts and Bruises Spreading COVID-19</p>	<p>Pupils to listen to and adhere to clear instructions and guidance given by the LO on safe handling of objects.</p> <p>Teachers to supervise pupils</p> <p>Objects regularly checked and cleaned</p> <p>Over 12's to wear face coverings (unless exempt)</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p> <p>Objects quarantined for 72 hours before school arrives.</p> <p>Objects boxed after session and quarantined for 72 hours.</p>

		<p>LO to wear sanitised gloves and face mask when handling objects</p> <p>Pupils to sanitise hands before touching objects</p> <p>Teachers/ parent helpers who are not in bubble to wear face coverings and not to handle objects</p>
Original archival material	<p>Paper cuts</p> <p>Overcrowding</p> <p>Risks of damage to collections</p> <p>Spreading COVID-19</p>	<p>Pupils to view or handle archival material under instruction from the LO</p> <p>Materials to have protective covers and supports as needed</p> <p>Over 12's to wear face coverings (unless exempt)</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p> <p>Objects quarantined for 72 hours before school arrives.</p> <p>LO to wear sanitised gloves and face mask when handling objects</p> <p>Pupils to sanitise hands before touching objects</p> <p>Objects boxed after session and quarantined for 72 hours.</p> <p>Teachers/ parent helpers who are not in bubble to wear face coverings and not to handle objects</p>
Mobile phones/ iPads	<p>Distractions</p> <p>Photo consent</p> <p>Spreading COVID-19</p>	<p>Teachers responsible for photo consent</p> <p>Phones on silent</p>

		Quarantined for 72 hours before use if pupils are using.
Arts and Crafts	Minor cuts and bruises	<p>Teachers to supervise</p> <p>Pupils follow instructions from LO/Session leader</p> <p>LO to check supplies regularly</p> <p>LO to wear face covering and santised gloves for session</p> <p>Equipment prepared 72hours before session, santised and quarantined</p> <p>Over 12's to wear face coverings (unless exempt)</p> <p>Only one bubble from one school allowed to visit at one time.</p> <p>Bubble not allowed on site if anyone in that bubble is showing symptoms of COVID-19</p> <p>Equipment to be santised and quarantined after session</p>
Pupils with disabilities	Injury to children with special Educational needs or physical disabilities	<p>Children may need to be supervised by a Carer on a one-to-one basis</p> <p>Disabilities to be identified on booking form. Activities can be adapted in advance</p>